

**Housing Finance Authority of Leon County
February 8, 2018
Meeting Minutes**

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Mr. Andrew Gay, Treasurer
Mr. Mike Rogers
Mr. Allen Stucks

MEMBERS ABSENT: Ms. Marnie George, Vice-Chair, excused
Dr. Jeffrey Sharkey, Secretary, excused
Ms. Gail Milon, excused

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: Shington Lamy
Mitzi McGhin

COUNTY ATTORNEY: None

GUESTS PRESENT: None

Call to Order in Workshop Session by Treasurer Gay

Without a quorum present, Treasurer Gay called the HFA meeting to order in Workshop Session at 12:07 P.M.

Treasurer Gay presented the Financial Reports, including the budget, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:12 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Treasurer Gay, Mr. Rogers, and Mr. Stucks. Vice-Chairman George, Secretary Sharkey and Ms. Milon were excused.

Agenda Item #2: Approval of the February 8, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the February 8, 2018 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #3: Approval of the January 11, 2018 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the January 11, 2018 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #4 Public Comment

Action Taken: No public comment.

Agenda Items #5A, 5B, & 5C Financial Report

Mr. Gay presented the Financial Reports, including the budget, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals. Chairman Lewis called for a motion to approve all items related to the Financial Reports

Action Taken Mr. Stucks motioned to accept the December 31, 2017 Financial Statement and approve the proposed Expenditure and Debit Card Approval list, and was 2nd by Mr. Rogers. Motion passed unanimously.

Note: A copy of the Expenditure List is at the end of the minutes.

Agenda Item #6A: Emergency Repair Program

Mr. Hendrickson presented an update on the program. Mr. Lamy stated that the County was planning to amend their AHAP to increase emergency repairs to \$2,500, and stated that he would submit a written proposal/request to the HFA to increase its emergency repair level to \$2,500, and partner with the County to provide up to \$5,000 of emergency repairs for clients. The Board discussed the proposal, and **asked that the written proposal be analyzed by the Administrator when received, and placed on the March HFA agenda.** Mr. Lamy also stated that the County Attorney now believed that the agreement between the County and the HFA be in the form of an Interlocal Agreement. Mr. Mustian said that there was no problem with this approach. **The Board asked that this item be placed on the March HFA agenda.**

Action Taken: No action necessary.

Agenda Item #6B: Real Estate

Mr. Lamy stated that the County was no longer proposing to remove the HFA's right of first refusal on properties.

Mr. Hendrickson updated the Board on the advertisement for the properties that had been placed in the Tallahassee Democrat. Ms. McGhin stated that she had received several inquiries, but none that appeared to be likely to lead to serious offers. A discussion followed on the best method to market the properties.

The Board directed the Administrator to work with County staff to obtain a list of non-profit organizations that might have an interest in purchasing the properties, and to analyze the potential for offering a discounted sales price if an entity or person would purchase the entire portfolio.

Agenda Item #6C: HFA of Leon County DPA Mortgages

Mr. Hendrickson stated that the lengthy process of researching all 261 loans made by the HFA as down payment assistance (DPA) loans to homebuyers had been completed, using the public records to find notes, mortgages, foreclosures, mortgage satisfactions, and other information. He stated that as a result of the research, the financial statement had been modified to reduce the number of outstanding loans to 89, with a total mortgage amount of \$490,389.51. The Board discussed working with legal counsel to send demand letters to the approximately ten borrowers that were renting the property in violation of the terms of the mortgage. Ms. Leigh stated that the best outcome in these situations was to enter into some form of payment plan with the owner. **Mr. Stucks asked that the contacts be made and that the Administrator report back in June.**

Action Taken: No action necessary.

Agenda Item #6D: Escambia Marketing Report

Mr. Hendrickson noted that the required quarterly marketing report had been submitted.

Action Taken: No Action Required.

Agenda Item #6E Legal Update

There were no items in the legal update.

Action Taken: No Action Required.

Agenda Item #6F “To-Do” List

Mr. Hendrickson stated that the to-do list was in the Board Packet.

Action Taken: No Action Required.

Agenda Item #6G &H State and Federal Legislative Update

Mr. Hendrickson updated the Board on the current status of housing appropriations in the Senate and House budgets, and the editorials and news articles in support of full funding for housing.

Action Taken: No Action Required.

Agenda Item #7A: New Business: NALHFA Conference

Mr. Hendrickson reported that the annual NALHFA conference was scheduled for May 9-12 in New Orleans. Mr. Stucks stated that he might be able to attend, and would advise the Administrator by the end of February

Action Taken: Mr. Rogers motioned that the Board approve travel by Mr. Stucks to the NALHFA Conference, and was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item # 9: Adjournalment

This meeting was adjourned at 1:15 P.M.

 Tom Lewis, Chairman

 Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: FEBRUARY 8, 2018

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
		Administrator	1-15-18 to 2-14-18	\$ 3,583.33
1015	The Hendrickson Company	Administrator		\$ 3,583.33
		Copying	2/4/2018	\$ 113.89
1016	The Hendrickson Company	Copying		\$ 113.89
		Operating Supplies		
	The Hendrickson Company	Operating Supplies		\$ -
		Legal		
	Nabors Giblin & Nickerson	Legal		\$ -

DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Office Depot	Copying	1/7/2018	\$ 87.79
	Jersey Mike's Subs	Operating Supplies: Lunch	1/9/2018	\$ 112.88